

**Carlinville Community Unit School District #1**

Request for Proposal (RFP)  
For A Guaranteed Energy Savings Contract Project  
Or Power Purchase Agreement

Carlinville CUSD#1  
829 West Main Street  
Carlinville Illinois 62626  
(217) 854-9823  
January 25, 2019

## **Table of Contents**

Table of Contents.....	2
Timeline .....	3
Request for Proposal for Guaranteed Savings Contract.....	4
<b>I. PROPOSAL CONTENT &amp; FORMAT.....</b>	<b>5</b>
<b>A. Table of Contents.....</b>	<b>5</b>
<b>B. Executive Summary.....</b>	<b>5</b>
<b>C. Company Profile.....</b>	<b>6</b>
<b>D. Technical Approach .....</b>	<b>6</b>
<b>E. Financial Aspects.....</b>	<b>7</b>
<b>F. Implementation Plan.....</b>	<b>8</b>
<b>II. EVALUATION CRITERIA.....</b>	<b>9</b>
<b>A. Ability of the team to successfully implement Program (30 points) .....</b>	<b>9</b>
<b>B. Technical Approach (30 points) .....</b>	<b>9</b>
<b>C. Financial Consideration &amp; Net Economic Impact (30 points) .....</b>	<b>9</b>
<b>D. Performance Assurance (10 points) .....</b>	<b>9</b>

## Timeline

<b><u>Date</u></b>	<b><u>Action Item</u></b>
January 25, 2019	RFP is posted on the Capital Development Board website and District website
February 1, 2019	Optional Site tour and Meeting 10:00 a.m. with Facilities Supervisor at 829 West Main Street, Carlinville Illinois 62626. Meeting and site tour will begin in District Office Conference Room.
February 26, 2019	Proposals are received at the District Office no later than 10:00 a.m.
March 11, 2019	Proposal presented to Board of Education and action may be taken to approve or reject recommended proposal.

## **Request for Proposal for Guaranteed Savings Contract**

Notice is hereby given that Carlinville CUSD#1 shall receive proposals for a Guaranteed Savings Contract until 10:00 a.m. on February 26, 2019 at the Administrative Office located at 829 West Main Street Carlinville Illinois 62626. EXTENSIONS WILL NOT BE GRANTED. The contract shall follow the requirements of Article 19b of the Illinois School Code – “School Energy Conservation Measures.” As a point of clarification, it is the School District’s understanding that the Administrative Code procurement process requirements for a PPA offer are different than the Administrative Code procurement process requirements for an ownership approach to the project. The Ownership approach shall require the Guaranteed Energy Savings Contract process requirements. The PPA approach would require a Retail Electric Supplier approach and a Land Lease procurement process to be followed. Questions should be directed to Dr. Becky Schuchman 217-854-9823 or email at [schuchmb@cusd1.com](mailto:schuchmb@cusd1.com) and include in subject line Solar RFP Question.

The Qualified Provider to whom the work is awarded shall conform to the local common wage rates as determined for this project. The District requests 3 copies of the proposal with the content and in the format described within the RFP.

The District reserves the right to terminate this project prior to bids being received, to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered. Upon review of the Proposals received in response to this RFP, the District may enter into a contract with the provider that best meets the needs of the District. The District will only consider those companies who meet all requirements listed in the RFP.

The District reserves the right to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered.

## **I. PROPOSAL CONTENT & FORMAT**

Carlinville CUSD#1 (the District) requests proposals for the implementation of on-site solar PV projects at Carlinville CUSD#1. The scope of this RFP is to create a list of qualified Proposers who will submit proposals for one or several on-site solar PV projects to develop a site from preliminary design and evaluation through long-term operation and management, and including construction, securing necessary permits and permissions, securing incentives, and securing financing. Specifically, the District is interested in ground mounted solar arrays at multiple campuses.

The District's objectives in issuing this Request for Proposal are to provide a competitive means in which to select a single developer to provide a Solar Power Purchase Agreement proposal or for a Qualified Provider (state certified guaranteed energy saving's company) to perform the implementation of a guaranteed savings contract. The contract shall follow the Illinois School Code and the following RFP format. Providers (developers and qualified providers) must submit three (3) copies of their proposals.

Proposals must be submitted in the format outlined in this section. For each proposal a checklist will be used in reviewing the proposal to determine if it is complete prior to actual evaluation. The District reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

### **A. Table of Contents**

Responses shall include a table of contents properly indicating the section and page numbers of the requested information.

### **B. Executive Summary**

Responses shall include a concise abstract stating the respondent's overview of the project. Project pricing/breakdown must be included in the summary.

### **C. Company Profile**

This section should include the following information on the Qualified Provider.

1. Company Qualifications
2. Location of Illinois Office and/or Corporate Headquarters.
3. Resumes of all key project personnel. Include the name of the engineer(s) or engineering firm providing the design engineering for the project including their PE numbers as well as the PE numbers of all fulltime employees of the provider who are professional engineers registered in the State of Illinois and who will be working on this project.
4. References- List completed solar projects with dates where similar solutions to those proposed for this project have been implemented within the last 5 years.
5. Litigation- List any projects with which the Provider has entered into litigation or arbitration during the past 5 years. Provide a brief summary detailing the litigation/arbitration. Omission of any past litigation will result in disqualification.

### **D. Technical Approach**

Section D should contain the following information about the respondent's technical approach to meet the District's solar energy savings and comfort objectives.

1. Needs & Solutions: Include a "Needs & Solutions" section explaining facility needs and solutions the Provider recommends for all proposed solar projects.
2. Scope of Work: Proposals may include the following solar projects and other improvements that the Provider may choose to offer. Improvements should be listed for any school where the Provider identifies needs and appropriate solutions. Proposers must discuss their ability to develop one or more on-site solar PV projects from preliminary design and evaluation through long-term operation and management, and including construction, securing necessary permits and permissions, securing incentives, and securing financing.
3. Documentation: For any work where the provider will be providing pricing, provide the following documentation for the scope of work being proposed.
  - a. Engineering Drawings of Proposed Improvements Must Be Provided (Failure to provide drawings may result in evaluation point deductions) where applicable
  - b. Separate from the drawings provide in Section D an Equipment/Material Table providing: manufacturer, type, model, size, and quantity for all equipment provided, where applicable.

4. Engineering Approach: Describe your firm's approach to the technical design of this project.
5. Energy Engineering: Provide a detailed explanation of how the Provider intends to calculate energy savings and whether any types of guarantees will be offered (utility bill analysis, actual measurements and stipulated savings and the cost of each option). Show the actual energy savings calculations.
6. Contractor Selection: Described the process that the Provider utilizes to obtain their contractors and what criteria will be used to make the contractor selections.
7. Equipment Selection: Described the process that the Provider utilizes to obtain the equipment to be used on the project and specifically what criteria will be used to make equipment selections.
8. Installation Approach: Describe how the Provider intends to implement the installation phase of the project in terms of approach, priorities, philosophies, timelines, change orders and commissioning.
9. Performance Assurance: Described in detail the performance assurance processes that the Provider intends to utilize to insure the building operates at peak performance both at the completion of the installation phase and throughout the contract term.
10. Additional Information: Supply any additional information about the Provider's technical approach to the project may be included in the proposal. Also include in this section, educational opportunities for the District that the provider commits to including STEM, career/technical studies, solar classroom experiences, curriculum and/or instruction.

## **E. Financial Aspects**

Section E should contain the financial components of the proposed work as identified below.

1. Pricing: Describe in detail the process that the Provider intends to utilize to obtain the best prices for the District both initially and if additional work is required. Explain why this is the best approach.
  - a. Include the cost and energy savings amount for all proposed solar PV projects and improvements, if applicable, for each facility. Discuss whether energy savings are guaranteed.
  - b. Provide the pricing process for any future work including percentage markup for expected general conditions/internal costs, engineering labor, project management labor and profit markup.

c. For Providers who generate a Solar Power Purchase Agreement offer for the District, the District desires to see rates for 20 and 25-year contract terms. Please provide pricing for both a flat (0% escalation) and fixed (2.5% escalation) rate.

2. Energy Savings: Explain how the Provider intends to maximize energy savings and the advantage to the Provider's approach. Include in this proposal the provider's actual Guarantee Energy Savings Contract for the priced improvements along with all corresponding calculations. If Provider proposes a Power Purchase Agreement, include a Power Purchase Agreement Contract for the one or more proposed on-site PV solar projects. Break out actual (real dollar) energy and operational savings in the RFP response.

3. Energy Savings Results:

a. Provide information regarding annual energy savings and what the district should expect. Detail how the report is generated. Include any information with regards to cost and timing of the report.

b. Shortfalls: The Provider must include a summary of the reported annual savings for all completed projects. Any projects that did not meet the annual energy guarantee must be listed with an explanation for the shortfall.

4. Project Funding

Project funding approach will be selected based upon the best value to the District based on the expected value the net present value of the project. If Provider proposes a Power Purchase Agreement offering, Provider shall provide an overview of project funding capabilities and ability to finance all aspects of project development and installation.

## **F. Implementation Plan**

1. Include in your proposal an implementation plan including dates describing how the Provider intends to execute the project that meets the timelines set forth in these specifications.

2. Describe in detail your approach to project management for this solar PV program.

3. Provide an implementation timetable as well as a staffing plan identifying key project management personnel.

## **II. EVALUATION CRITERIA**

The district will likely reject any proposal that does NOT meet the minimum criteria described in this RFP and may at their discretion deduct points from scoring rubric.

### **A. Ability of the team to successfully implement Program (30 points)**

1. Reputation of the Provider for successfully implementing solar PV projects and providing proven energy savings with scopes of work similar to those being considered for this project.

2. Background and Proposals of the people responsible for implementing the proposed solar PV projects. This includes in-house engineers and technicians responsible for the designing, programming and commissioning of the project.

3. References of the company and people responsible for implementing the project.

### **B. Technical Approach (30 points)**

Refer to section I-D for criteria Preference will be given to proposals that include a detailed and sound technical approach to meeting the District's objectives.

### **C. Financial Consideration & Net Economic Impact (30 points)**

Refer to section I-E for criteria

### **D. Performance Assurance (10 points)**

Methodology and value of proposed measurement and verification plan